

FORM 1 (Regulation 4)

APPLICATION FORM FOR AN OPERATOR LICENCE

We hereby apply for an Operator Licence pursuant to the provisions of the Trinidad and Tobago Special Economic Zones Act, 2022.

SECTION 1 - GENERAL INFORMATION

1. Name of Applicant:	
2. Address:	
3. Office Number:	
4. Fax Number:	
5. Email Address:	
6. Website:	
7. Select as appropriate: <input type="checkbox"/> Public Body <input type="checkbox"/> Private Body <input type="checkbox"/> Public-private partnership	
8. Board of Inland Revenue File Number:	
9. Value Added Tax Registration Number:	
10. National Insurance Board Registration Certificate Number :	
11. Bankers - Contact Information	
Name of Bank:	
Branch Address:	
Bank Contact Official:	
Telephone Number:	

SECTION 2 - SHAREHOLDING/PARTNERSHIP/DIRECTOR INFORMATION

12. Details of Shareholders/Partners

Name	Address	Occupation	Nationality	Number & Type of Shares or percentage of Ownership

13. Details of Directors

Name	Address	Occupation	Nationality

14. Principal Officers

Name	Address	Occupation	Nationality

SECTION 3 - BUSINESS ACTIVITY

15. Select appropriate Zone:

- ☐ Free Port
 ☐ Free Trade Zone
 ☐ Industrial Park
 ☐ Specialised Zone
 ☐ Development Zone

16. Brief Description of Proposed Business Activity

17. As at the date of this Application, is the applicant in possession of an Operator Licence with respect to any other Special Economic Zone?

- ☐ Yes
 ☐ No
 If yes, please provide details

18. Has the applicant ever been denied approval to operate a Special Economic Zone?

☐ Yes ☐ No
If yes, please provide details

SECTION 4 - DETAILS OF PROPOSED SPECIAL ECONOMIC ZONE

19. Please indicate your legal interest in the property comprising the proposed Special Economic Zone:

☐ Owner ☐ Leasehold interest

If Leasehold Interest, please indicate tenure of lease agreement: _____

20. If the applicant is not the owner, please provide the name and address of the property owner.

Name:	
Address:	

21. Please provide the precise location of the property comprising the proposed Special Economic Zone.

22. Size of the proposed Special Economic Zone

Land Area:	
Building Area:	

23. Distance of the proposed Special Economic Zone from the nearest:

Sea port:	
Airport:	
Road:	
Customs Processing Area:	

24. Zoning Classification, please select:

☐ Industrial ☐ Commercial ☐ Agricultural ☐ Residential

25. Provide a brief description of the Existing Land Use:

26. Approvals

(a) Outline Planning Approval:

Date of Application:

Anticipated Date of
Approval:

(a) Town & Country

Date of Application:

Anticipated Date of
Approval:

(b) Environmental Management
Authority

Date of Application:

Anticipated Date of
Approval:

27. Please indicate whether the property comprising the proposed Special Economic Zone is subject to any dispute or any actual impending legal liability or contingency.	
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SECTION 5 - INVESTMENT AND FINANCIAL INFORMATION

28. Proposed Financial/Investment Details	
Land:	\$
On-Site Infrastructure (fencing, roads, drainage, water supply, sewage, electricity, telecommunication etc.):	\$
Building:	\$
Machinery and Equipment:	\$
Professional Fees:	\$
Other (provide details):	\$
Total Investment:	\$
29. Means of Financing	
Equity Capital:	\$
Bank Loan:	\$
Other Third Party Loans:	\$
External Commercial Borrowings:	\$
Other (provide details):	\$
Total:	\$
30. Foreign Direct Investment	
Extent of Foreign Direct Investment (if any):	\$
Source of Foreign Direct Investment (company and country details):	

SECTION 6 - ATTESTATION

I make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Act, and I am aware that if there is any statement in this declaration which is false in fact, which I know or believe to be false or do not believe to be true, I am liable to fine and imprisonment.

Declared to at _____ in _____

By _____

This _____ day of _____, _____

Before me,
Commissioner of Affidavits

Signature:

Name in Block Letters:

Position:

Date:

Official Seal/
Stamp:

The Applicant shall also be required to submit the following documents in support of this Application:

- 1. Where applicable, certified by the Registrar of Companies, the Office of Attorney General and Ministry of Legal Affairs:
 - (a) Business - the Certificate of Business Registration, where registered as a Partnership under the Registration of Business Name Act;*
 - (b) Local Company - the Certificate of Incorporation, Articles of Incorporation, By-Laws and the last year's Annual Return;*
 - (c) External Company - the Certificate of Registration, Application for Registration and the last year's Annual Return; or*
 - (d) Public -Private Partnership - the Partnership Agreement.**
- 2. An Operation Plan - Form 2, Schedule 1 to the Regulations.*
- 3. A copy of the deed of conveyance, certificate of title, lease agreement or other documentary evidence establishing the right to occupy the property, certified by the Registrar General, Land Registry, the Office of the Attorney General and Ministry of Legal Affairs.*
- 4. The written consent of the owner of the property for the designation and use of the property as a Special Economic Zone.*
- 5. An AML/CFT/PF risk assessment - Form 7, Schedule 1 to the Regulations.*
- 6. Audited Financial Statements and/or Management Accounts for the last two years of operation, if applicable; Financial projections; bank statements; or any other financing and or contractual arrangements as evidence of the applicant's ability to meet the Zone-related investment criteria specified in Schedule 4 of the Act.*
- 7. A list of the employee names, identification numbers, positions and level within the organisation.*
- 8. A Declaration consenting to the entry of inspectors - Form 8 in Schedule 1 to the Regulations.*
- 9. An affidavit verifying the property comprising the proposed Special Economic Zone is not subject to any dispute or any actual or impending legal liability or contingency that could give rise to a legal claim relating to the occupancy of the said property.*
- 10. A copy of all building permits and/or planning approvals to satisfy the requirements for development standards for roads, drainage and utilities.*
- 11. A copy of any certificates issued under the Environmental Management Act, Chap. 35:05.*
- 12. A copy of any certificates issued under the Occupational Health and Safety Act, Chap. 88:08.*

FORM 2

(Regulation 4)

OPERATION PLAN FOR AN OPERATOR LICENCE

The Operation Plan should, be in the following format and contain the information as set out below.

1. <u>Executive Summary</u>
The executive summary summarizes the contents of the Operation Plan in a concise manner highlighting the most important information in the plan.
2. <u>Background</u>
The following matters may be included in the Background: (a) A brief overview of the applicant; (b) A profile of the leadership team; (c) The type and number of businesses being targeted for the proposed Special Economic Zone; (d) The location, size and suitability of the land for the proposed Special Economic Zone; and (e) Likely commencement date of operations.
3. <u>Approvals and Infrastructure</u>
(a) All required approvals should be identified (Town and Country, Environmental Management Authority, Occupational Safety and Health Authority (OSHA), fire services); (b) The date of application to all the relevant authorities and the anticipated date of receipt of approvals; (c) The environmental impact should be highlighted as well as any measures proposed to be taken in mitigation; (d) The existing infrastructure on the property; (e) Plans for site development including the construction of buildings, roads, fencing, provision of water supply and sewage systems, electricity supply and telecommunication facilities; (f) The estimated number of persons that would be employed during construction ; (g) A timeline for all infrastructure development works; and (h) Technical drawings and maps may be included, as necessary.
4. <u>Finance and Investment</u>
(a) The total value of the investment with a detailed description of the expenditure incurred; (b) The source of funding; (c) A detailed estimate of the annual operating expenditure associated with the operation of the Special Economic Zone; and (d) Financial projections for at least three years.
5. <u>Marketing</u>
Marketing strategy to ensure proper utilization of the proposed Special Economic Zone.
6. <u>Human Resource</u>
(a) Organization chart; (b) Total number of employees (c) The estimated salary levels of employees; and (d) Whether employees would be nationals of Trinidad and Tobago or elsewhere.
7. <u>Support Services</u>
Describe any support services that would be offered to SEZ Enterprises: maintenance services, security services, administrative services, etc.
8. <u>Growth Strategy</u>
(a) Strategic goals for the next five years; and (b) Building and/or business expansion plans including timeframes.
9. <u>Other users of the Zone</u>
(a) <u>Describe of all persons not providing support services under 7 but, who may provide activities or other services in the Zone.</u>